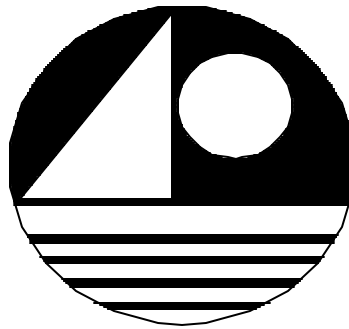


**CITY OF MIAMI BEACH**  
**BUILDING DEPARTMENT**



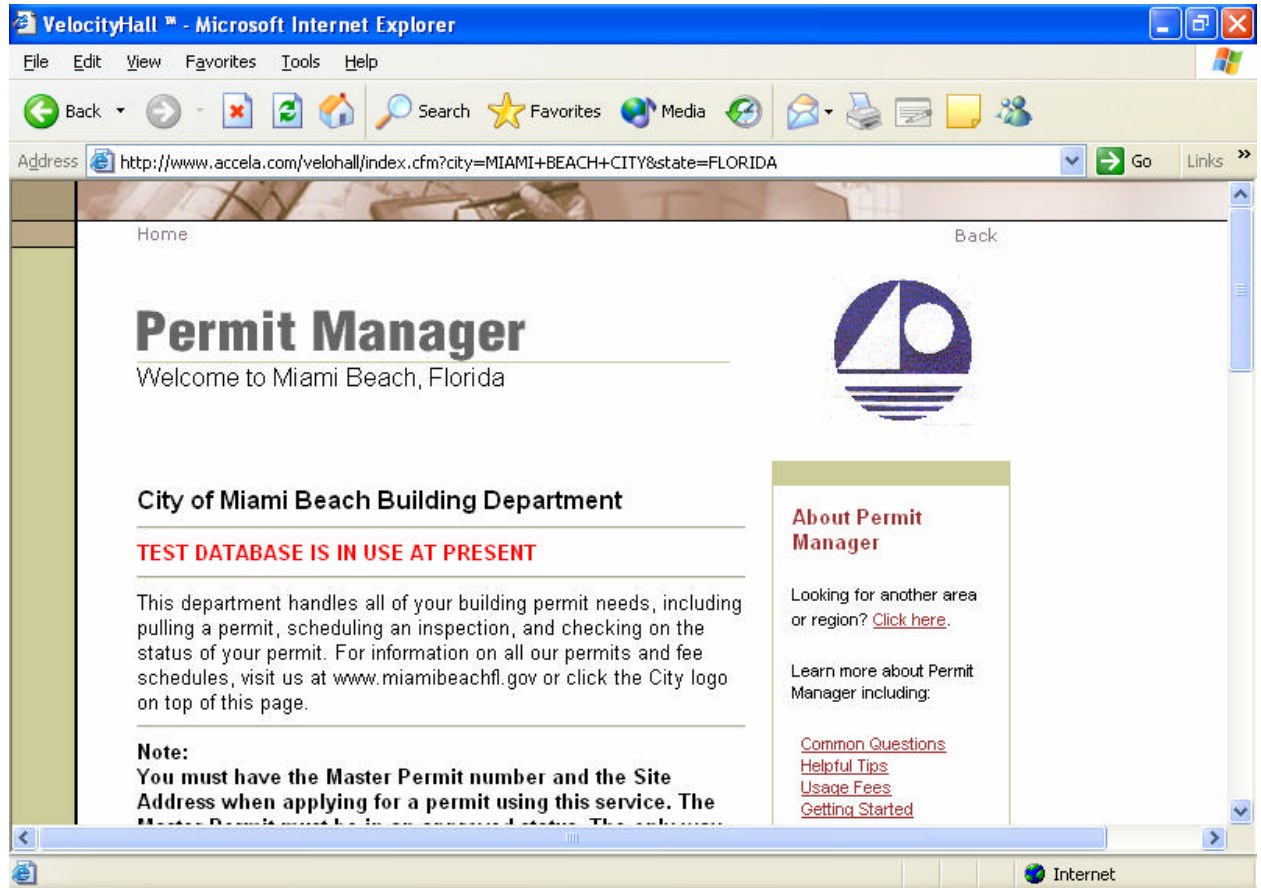
**ON-LINE**

**TRADE PERMIT**

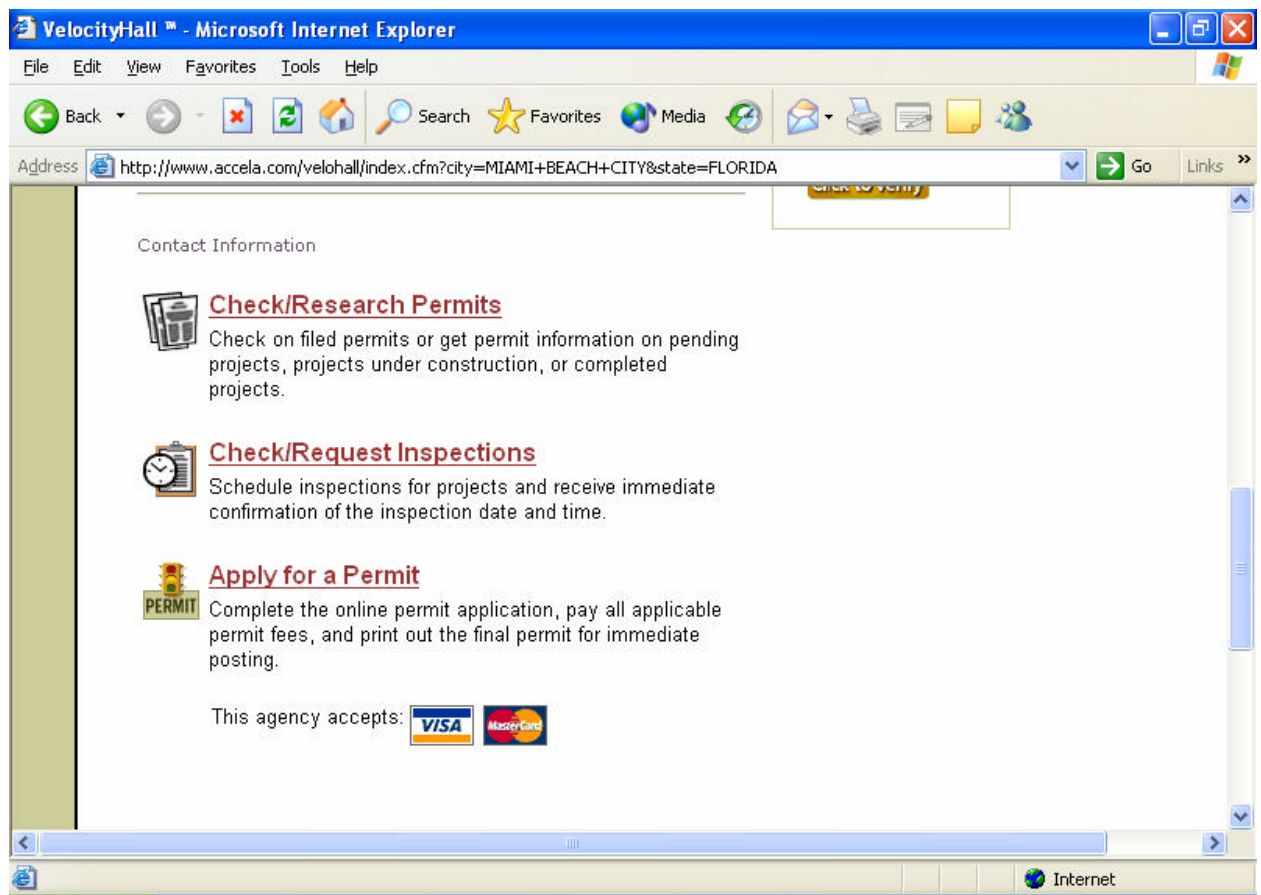
**PROCEDURES**

## ONLINE PERMITS:

To log into the City of Miami Beach Building Department Web permits on Velocity Hall go to the Address Line type in <http://www.accela.com/miamibeach> and click Go.



- ✓ Scroll down to **Apply for a Permit** (see below);
- ✓ Click **Apply for a Permit**.



- ✓ Type in your emails address and password that you registered with and click **Login** button.

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Address <https://www.accela.com/secure/vchlogin/index.cfm?SetMsg=ExpiredUser> Go Links

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# Permit Manager



## Login

First time users, [Register here](#). It's free and easy!  
Already registered? Login here using your e-mail address and password.

**Your Session has expired or you were logged off. You must login again.**

Email Address: Password:

**Forgot your password?**  
Enter only your email address above and click Login for your hint.

Done Internet

- ✓ Type in job site address;
- ✓ Click **Next** button.

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Address <https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=START> Go Links

### Step 1 of 7: Site Address

**Search mode** Identify the address of the site where the work is to be permitted. The system will then ask you to select your validated address from a list of close matches.

Street Number Direction Street Name Suffix

2845 [v] PRAIRIE [v]

City/Community

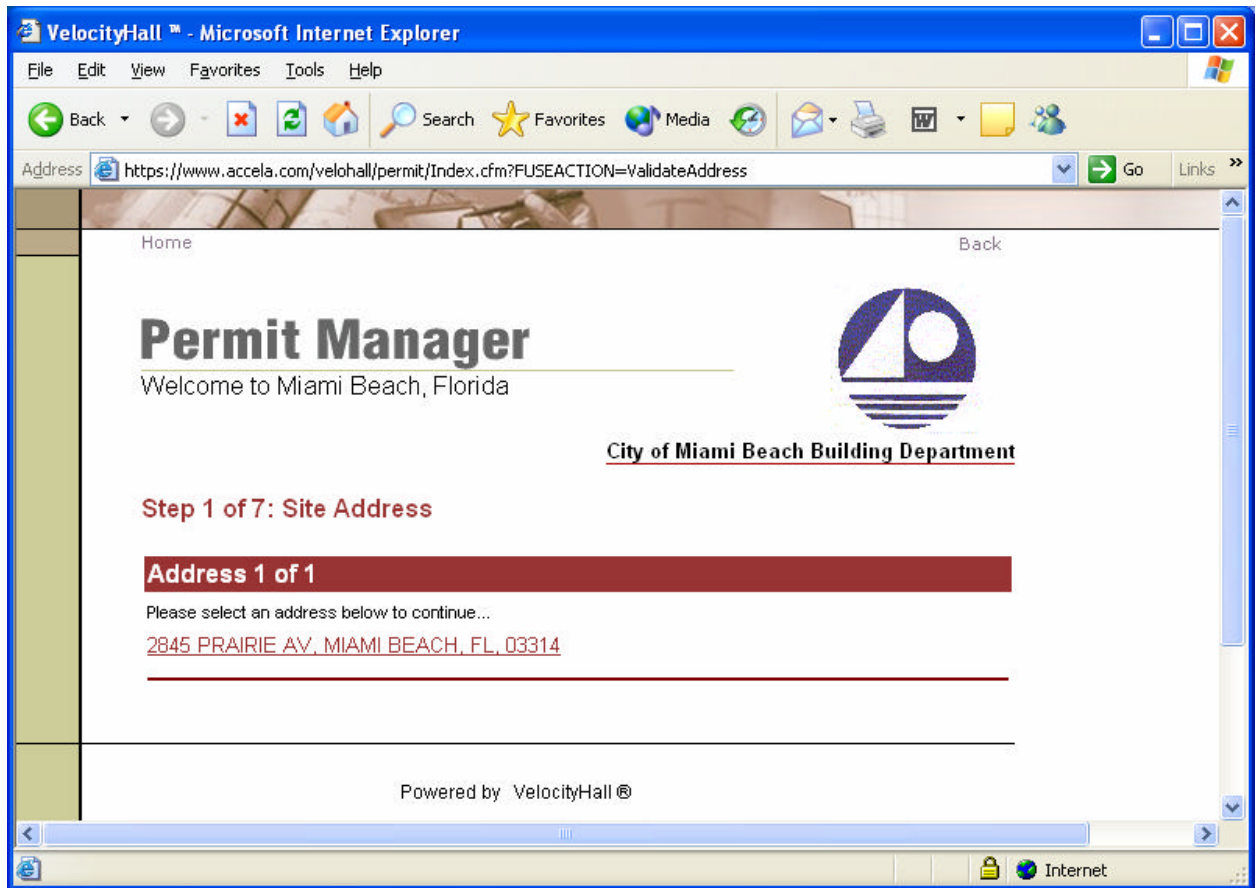
MIAMI BEACH [v]

**Next** > **Clear** >

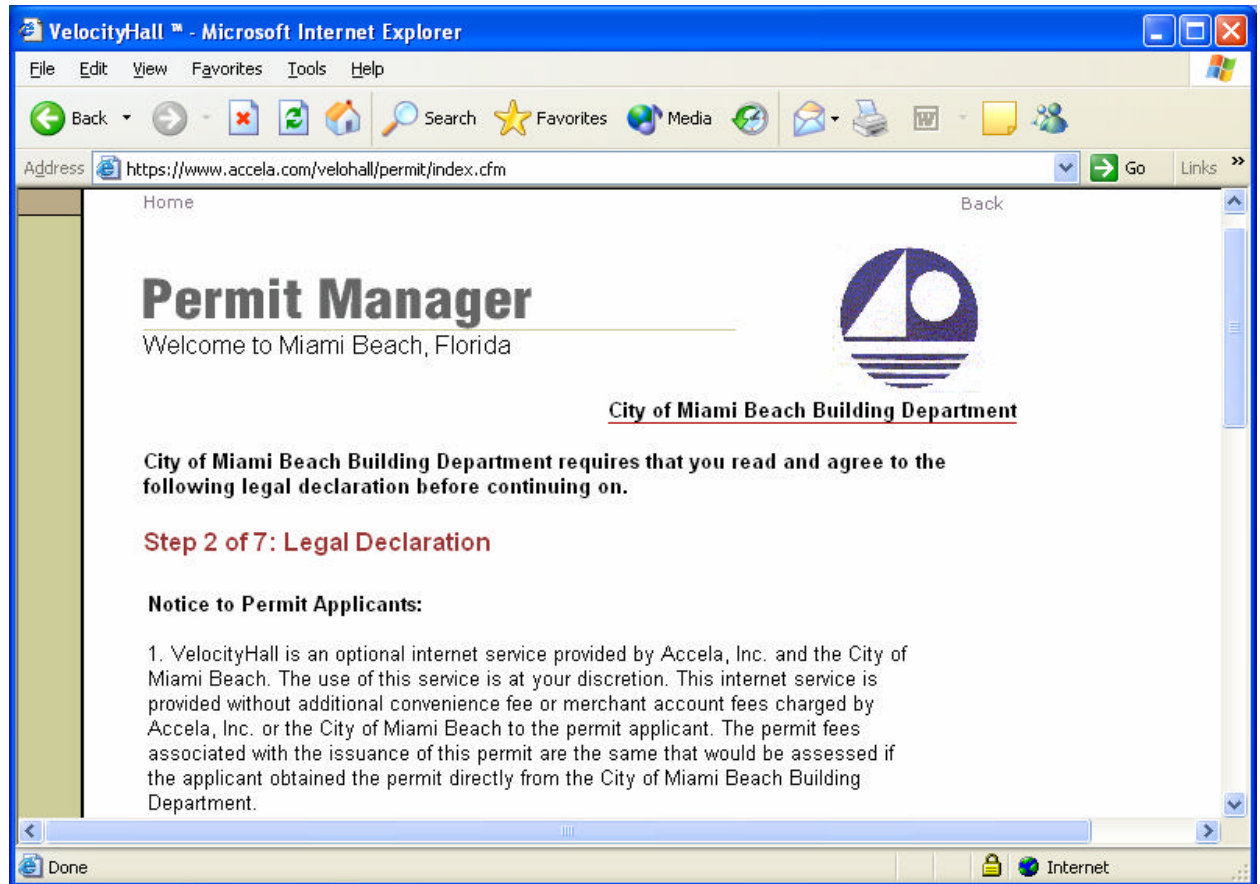
**Search Tips**

Done Internet

- ✓ Click the **Address** listed;



- ✓ Read the Legal Declaration;
- ✓ Click the **Agree** button (should you press the **Disagree** button you will exit processing your permit).



- ✓ Type in **Description of work to be performed**;
- ✓ In **Permit Type** click the downward arrow and select the permit type;
- ✓ In **Permit Sub Type** click the downward arrow and select the permit sub type;
- ✓ Click the **Next** button.

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Address [https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get\\_PermitTypeList](https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get_PermitTypeList) Go Links

### Step 3 of 7: Permit Type

#### City of Miami Beach Building Department

Permit Address	2845 PRAIRIE AV MIAMI BEACH, FL 03314
Description of work to be performed	ELECTRICAL DEMO

#### Permit Type

Permit Type	Please make a selection... Online Electrical Permit
Permit Sub Type	DEMO-ELECTRICAL DEMOLITION

Note: It may take over a minute after you click the 'Next' button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.

**Next** >



- ✓ Verify the **Permit Address**;
- ✓ Verify the **Description of work to be performed**;
- ✓ Verify the **Permit Type**;
- ✓ Verify the **Permit Sub Type**;
- ✓ Type in the Master Permit Number in **\* Enter Master Permit Number:** (this is a required field);
- ✓ Tab twice, type in the job valuation in **\* Enter Value of Work Being Performed(\$):** (this is a required field);
- ✓ Click the downward arrow and select the properties occupancy;

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Address [https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get\\_Work](https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get_Work) Go Links

### Step 4 of 7: Work Items

#### City of Miami Beach Building Department

Permit Address	2845 PRAIRIE AV MIAMI BEACH, FL 03314
Description of work to be performed	ELECTRICAL DEMO
Permit Type	Online Electrical Permit
Permit Sub Type	DEMO:ELECTRICAL DEMOLITION

#### Fee Items

\* indicates required fields

Description	Value
* Enter Master Permit Number:	B0305034
Message to Applicant:	(City use only)
* Enter Value of Work Being Performed(\$):	500
* Occupancy Classifications(Select from List):	Residential Occ - Group R3 Single Family

Done Internet

- ✓ Tab, type in number of buildings in **Enter Number of Buildings(Qty):**;
- ✓ Tab, type in number of units in **Enter Number of Units(Qty):**;
- ✓ Tab, type in any additional property location description in **Enter Additional Property Location Info:**;
- ✓ Tab through the list of fees and enter all of the applicable fees to the work you will be performing;

The screenshot shows a web browser window titled "VelocityHall™ - Microsoft Internet Explorer". The address bar displays the URL: [https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get\\_Work](https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get_Work). The form contains the following fields:

Enter Number of Buildings(Qty):	<input type="text"/>
Enter Number of Units(Qty):	<input type="text"/>
Enter Additional Property Location Info:	<input type="text"/>
Rough Wiring Outlets (Qty):	<input type="text"/>
Light Fixtures (Qty):	<input type="text"/>
Microwaves (Qty):	<input type="text"/>
Ranges or Range Tops (Qty):	<input type="text"/>
Ovens (Qty):	<input type="text"/>
Water Heaters (Qty):	<input type="text"/>
Space Heaters (Qty):	<input type="text"/>
Washing Machines (Qty):	<input type="text"/>
Dryers (Qty):	<input type="text"/>
Fans w/fraction HP Motors (Qty):	<input type="text"/>
Garbage Disposals (Qty):	<input type="text"/>

The browser's status bar at the bottom shows "Done" and "Internet".

- ✓ Scroll down to the bottom of the page and click **Next** button.

The screenshot shows a Microsoft Internet Explorer browser window titled "VelocityHall™ - Microsoft Internet Explorer". The address bar displays the URL: [https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get\\_Work](https://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get_Work). The form contains several input fields for permit details:

- Combination Pool/Spa Lighting (Qty):
- Commercial/Multi Family Pool/Spa (Qty):
- Combo Comm/Multi Family Pool/Spa (Qty):
- Electrical Sign Face (Sq Ft):
- Signs New Strips (Qty):
- Sign Repair or Reconnection (Qty):
- Minimum Fee/Other Fee Adjustments: ☐ Yes ☒ No
- \* Training Fee: Yes
- \* Sanitation Fee: Yes

Below the form, a note states: "Note: It may take over a minute after you click the 'Next' button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application." At the bottom of the form is a "Next" button with a right-pointing arrow.

\*\*\*\*\* Please note should any fees not be applicable to the permit sub type that you selected the line items will show **BOLD** and **BLUE** indicating to you the error items. Once you delete them and click next again the problem should be solved. \*\*\*\*\*

- ✓ Review the data to make sure the information is correct;
- ✓ Click **Process Permit** button.

VelocityHall - Microsoft Internet Explorer

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Address <https://www.xcelia.com/velohall/permit/index.cfm> Go Links

### Step 5 of 7: Review Application

Check the following information carefully as it will appear on your permit exactly as shown. If you wish to make a correction to the work items, press the back button on your browser.

#### City of Miami Beach Building Department

Permit Address	2845 PRAIRIE AV MIAMI BEACH, FL 03314
Work Description	ELECTRICAL DEMO
Permit Type Permit Sub Type	Online Electrical Permit DEMO:ELECTRICAL DEMOLITION
Applicant	Evie Heisley sanchez EHS Construction Services 1700 Convention Center Dr Miami Beach FL 33139 3066737000 HEISLEYSANCHEZ@MSN.COM
License	Electrical Contractor EC987654

Internet

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Address <https://www.xcelia.com/velohall/permit/index.cfm> Go Links

Description	Value	Fees
Enter Master Permit Number:	BC0305034	
Enter Value of Work Being Performed(\$):	500	
Occupancy Classifications(Select from List):	Residential Occ - Group R3 Single Family	
Enter Number of Buildings(Qty):	1	
Enter Number of Units(Qty):	1	
Demolitions (Qty):	1	\$120.00
Minimum Fee/Other Fee Adjustments:	N	
Training Fee:	Y	\$1.00
Sanitation Fee:	Y	\$20.00
SUB-TOTAL:		\$141.00
TOTAL:		\$141.00

**Process Permit**

Internet

- ✓ Choose MasterCard or Visa in **Card Type\***;
- ✓ Type in your credit card number with no spaces or dashes in **Account Number\***;
- ✓ Click the downward arrow and choose the month and year for the expiration of your card by **Expiration Month and Year\***;
- ✓ Type in the name on the credit card in **Card Holder's Name\***;
- ✓ Type in business name if applicable to the credit card in **Business Name**;
- ✓ Type in address in **Street Address\***;
- ✓ Type in city in **City\***;
- ✓ Type in State in **State/Province\***;
- ✓ Type in Zip Code in **Postal Code\***;
- ✓ Click **Submit** button.

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Address <https://www.accela.com/secure/permitmanager/index.cfm> Go Links

### Step 6 of 7: Payment

#### Credit Card Processing

SUB-TOTAL:	\$141.00
TOTAL:	\$141.00



When entering the credit card number, please do not include spaces (' '), dashes ('-') or slashes ('/') between the numbers.

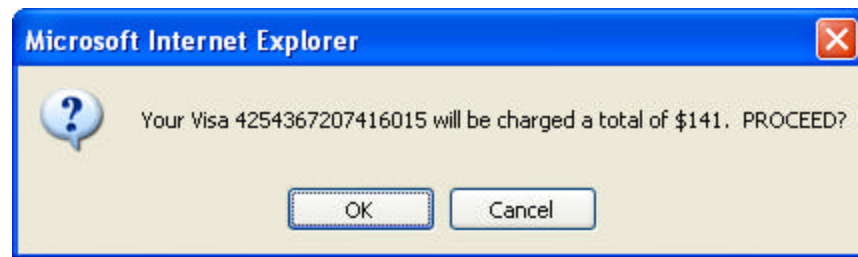
Symbol '\*' denotes required information.

Card Type *	Visa
Account Number *	XXXXXXXXXXXXXXXXXXXX
Expiration Month and Year *	Oct 2004
<b>Card Holder Information</b>	
Card Holder's Name *	EVELYN HEISLEY SANCHEZ
Business Name	
Street Address *	3245 W 70TH ST
City *	MINNEAPOLIS
State/Province *	MINN
Postal Code *	55425

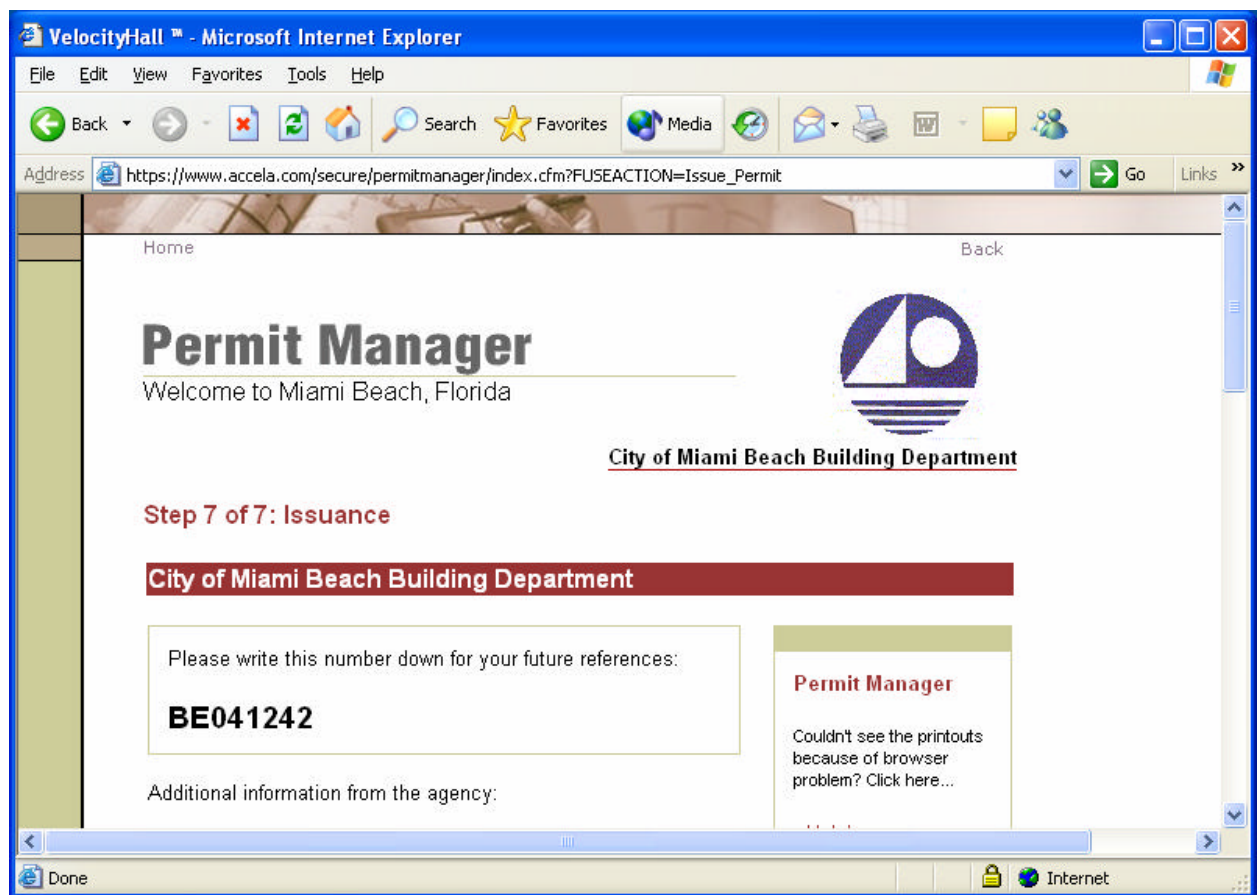
Proceed

Internet

- ✓ Click **OK** button.



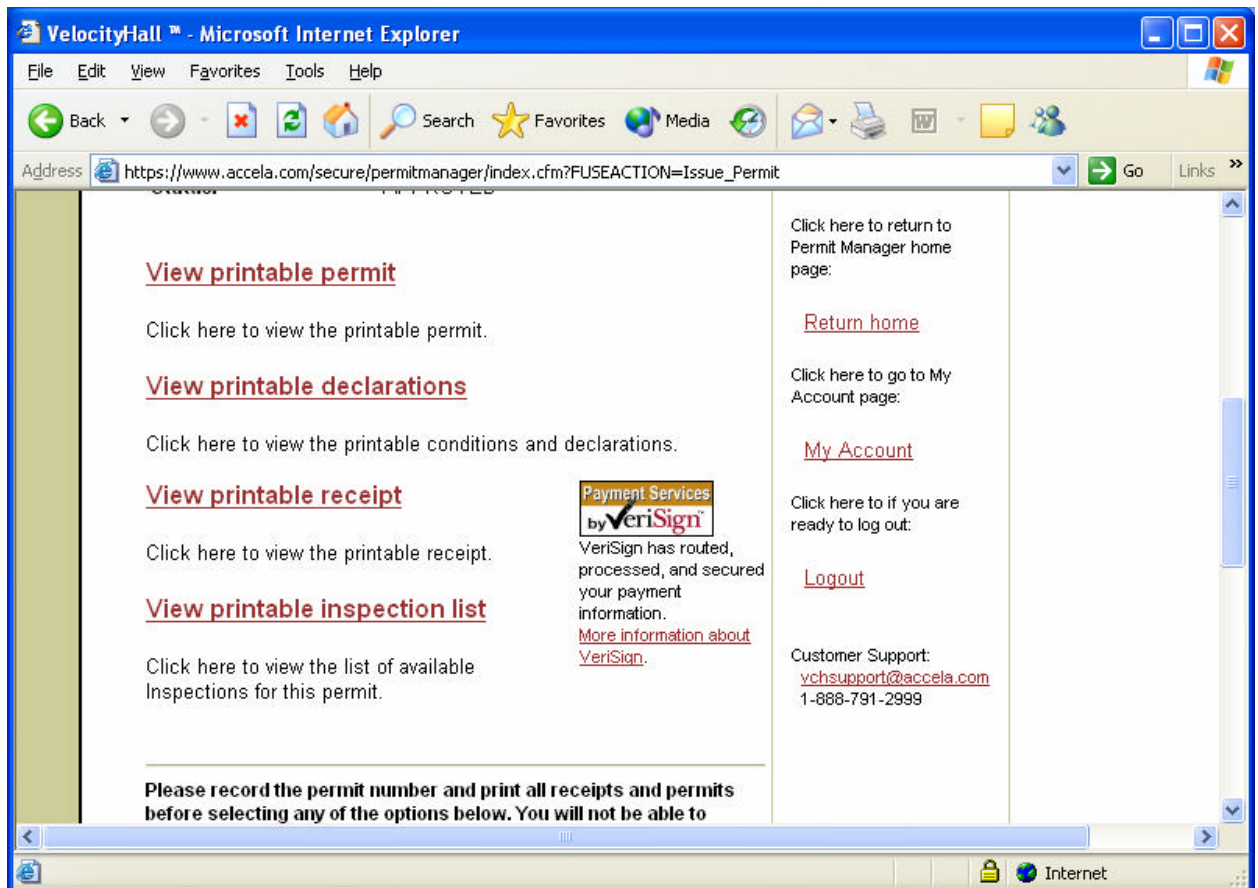
This will give you the permit number:





Once the payment has been made you will need to print 3 documents that show up:

- Permit;
- Receipt; and
- Inspection List.




- ✓ Click **[View printable permit](#)** and you will have a new screen come up;
- ✓ Click the printer on the upper part of the screen and you will print the document.

Accela.com - City of Miami Beach Permit to Perform Work - Microsoft Internet Explorer

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**City of Miami Beach  
Building Department**  
1700 Convention Center Dr  
City Hall, 2nd Floor  
Miami Beach, FL 33139  
Office (305) 673-7610  
Fax (305) 673-7857  
Automated Inspection Processing: (305) 673-7370

Permit to Perform Work

Permit Number: BE041243

Date: 3/29/2004 04:03 PM

**Workers' Compensation Declaration:**

By applying for this permit, I hereby affirm that, at the time of making this application and until final completion and (if applicable) final inspection of the work for which this permit is issued:

1. I have and will maintain a certificate of workers' compensation exemption, as allowable under Florida Law, for the performance of the work for which this permit is issued; or
2. I have and will maintain workers' compensation insurance, as required by Florida law, for the performance of the work for which this permit is issued and that my workers' compensation insurance carrier and policy number are on file with the State.

**Licensed Contractor Declaration:**

By applying for this permit, I certify to the City of Miami Beach that I am currently and properly licensed under provisions of Chapter 489 and 633, Florida Statutes, for the type of permit that I am requesting. I further state that I will immediately notify the City of Miami Beach Building Official or Fire Marshal (whichever is applicable) should that permit be either revoked or suspended at any time prior to completion, and (if applicable) final inspection, of the permitted work.

**Certificate of Compliance and Authorization of Entry:**

I certify that I have read the information set forth in the application for

Permit Type: Online Electrical Permit

Permit Sub Type: DEMO-ELECTRICAL DEMOLITION

Permit Status: APPROVED

Permit Address: 2845 PRAIRIE AV  
MIAMI BEACH, FL 03314

Applicant / Contractor: Evie Heisley sanchez  
EHS Construction Services  
1700 Convention Center Dr  
Miami Beach FL 33139  
3056737000  
heisleysanchez@msn.com

License: Electrical Contractor: EC987654

DESCRIPTION	#UNIT or Y/N	FEES
Enter Master Permit Number:	B0305034	




- ✓ Click [View printable receipt](#) and you will have a new screen come up;
- ✓ Click the printer on the upper part of the screen and you will print the document.

Accela.com - City of Miami Beach Receipt - BE041243 - Microsoft Internet Explorer

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 **Receipt** Date: 3/29/2004 04:03 PM

Agency:	<b>City of Miami Beach Building Department</b> 1700 Convention Center Dr City Hall, 2nd Floor Miami Beach, FL 33139 Office (305) 673-7610 Fax (305) 673-7857 Automated Inspection Processing: (305) 673-7370
Permit Number:	<b>BE041243</b>
Permit Type:	Online Electrical Permit
Permit Sub Type:	DEMO-ELECTRICAL DEMOLITION
Permit Status:	APPROVED
Permit Address:	2845 PRAIRIE AV MIAMI BEACH, FL 03314
Applicant:	Evie Heisley sanchez EHS Construction Services 1700 Convention Center Dr , Miami Beach FL 33139 3056737000 heisleysanchez@msn.com
License:	Electrical Contractor: EC987654


Done Internet

- ✓ Click **View printable inspection list** and you will have a new screen come up;
- ✓ Click the printer on the upper part of the screen and you will print the document.

Accela.com - City of Miami Beach Inspection List - BE041243 - Microsoft Internet Explorer

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## Inspection List

Date: 3/29/2004 04:03 PM

Agency:	<b>City of Miami Beach</b> <b>Building Department</b> 1700 Convention Center Dr City Hall, 2nd Floor Miami Beach, FL 33139 Office (305) 673-7610 Fax (305) 673-7857 Automated Inspection Processing: (305) 673-7370
Permit Number:	<b>BE041243</b>
Permit Type:	Online Electrical Permit
Permit Sub Type:	DEMO-ELECTRICAL DEMOLITION
Permit Status:	APPROVED
Permit Address:	2845 PRAIRIE AV MIAMI BEACH, FL 03314

Item#	Description	Notes
1290	1290 - Other Electrical Inspec	
1299	1299 - Electrical Final	

Done Internet

**YOU HAVE NOW COMPLETED YOU PERMIT PROCESS**